

1.0 ASSOCIATED POLICY

- Contracts Review and Signing Authority Policy

2.0 DEFINITIONS

Act

The *Post-Secondary Learning Act*, S.A. 2003, c. P-19.5, as may be amended from time to time.

Authorized Signatory

The position that has been delegated the authority from the Board or the President, as the case may be, to sign a Contract.

Board

The Board of Governors of Grant MacEwan University.

Contract

Any document entered into on behalf of the University with a third party that creates a legally binding obligation, commitment, right, or liability for the University, and includes memoranda/letters of understanding or cooperation and letters of intent.

Responsible Department

The department, faculty or unit that has the responsibility to oversee the proper review and execution of a Contract and has the responsibility to manage the contractual requirements and relationship.

3.0 PROCEDURE ELEMENTS

- 3.1 In accordance with the Act, the Board may delegate to the President, Vice-Presidents, or other Employees of the University signing authority and responsibility for matters necessary for the management of day-to-day operations of the University. This power to delegate includes the delegation of authority to sign Contracts on behalf of the University.
- 3.2 The President may delegate in writing to any position within the University the President's Contract signing authority, including the power to sub-delegate such authority.
- 3.3 Schedule "A" to this Procedure sets out the current delegated Contract signing authority from the Board and the President, and establishes the Responsible Department, financial limits and other conditions which establish the level of authority to give final approval for the various types of Contracts.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Delegation of Signing Authority
- Executive Officer Signing Procedure

5.0 ACCOUNTABILITY

Responsible Office

Legal

6.0 HISTORY

Relevant Dates

Approved: **23.04.18**

Effective: **23.05.31**

Next Review: **28.05**

Modification History

23.04.18: New Procedure. Approved by President's Policy Committee on April 18, 2023 and effective on May 31, 2023 upon approval of the revised Contracts Review and Signing Authority Policy by the Board of Governors.

24.02.27: Schedule "A" revised in order to clarify various research related signing authorities as requested by the Office of Research Services. Approved by President's Policy Committee.

SCHEDULE A

SIGNING AUTHORITY FOR CONTRACTUAL OBLIGATIONS ON BEHALF OF THE BOARD OF GOVERNORS OF GRANT MACEWAN UNIVERSITY

The following persons are hereby authorized to enter into Contracts on behalf of MacEwan University:

EXPLANATORY NOTES

Note 1: When “or” or “/” is used in the Signing Authority column, only one of the signatures is required whereas “and” requires both signatures.

Note 2: When reference is made to the Responsible Department being the Provost and VP Academic or another VP, it is the office, and not the position, that is being referred to.

Note 3: When reference is made to a VP or Dean generally as having signing authority, it must be the VP or Dean of the Responsible Department or, if it is not the Responsible Department, of the relevant faculty, school or portfolio.

Note 4: In this schedule, GC refers to the General Counsel, VPF&A refers to the Vice-President, Finance and Administration and Chief Financial Officer, VPUR refers to the Vice-President, University Relations, AVP/CIO refers to the Associate Vice-President Information Services and Chief Information Officer, AVP Infrastructure refers to the Associate Vice-President, Infrastructure Planning and Management, and AVP Finance refers to the Associate Vice-President, Financial Services.

Note 5: In all cases, all other relevant Contract review and financial authority policies and procedures must be followed, and the required governance reviews and approvals must be obtained prior to Contract execution. The Signing Authority set out in this Schedule refers only to a position’s authority to sign a Contract and is the sole authority for such an action. The authority to approve any payment or financial transaction which may be associated with a signed Contract remains subject to a position’s relevant financial signing authority.

Note 6: In circumstances where a Contract may fit into more than one category, the GC shall be notified and shall determine who the appropriate Responsible Department and Signing Authority will be.

Note 7: The dollar values referred to are over the entire term of the Contract. Amounts obligated in installments or by multi-year Contracts shall be considered cumulatively in determining whether the total amount of the contractual obligation meets the stated thresholds.

Note 8: For the purposes of this procedure, a Dean is equivalent to an Executive Director and an Associate Dean is equivalent to a Director.

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A. Land and Space Contracts including Acquisition or Disposition of Land and Space Leasing/Renting, Property Repair, Renovation or Construction

Contracts/documents that involve easements, leasing, sale or purchase of real property, property repair, renovations or construction.

Document Description	Responsible Department	Signing Authority
Acquisition of land (except gifts of land) regardless of value	GC	President and GC
Sale of Land	GC	President and GC *May require prior approval from Lieutenant Governor in Council – see PSLA
Lease of land - 5 years or less (to or from the University)	VPF&A	VPF&A
Lease of land – greater than 5 years (to or from the University)	VPF&A	President and either VPF&A or AVP Infrastructure *May require prior approval from Lieutenant Governor in Council – see PSLA
Lease of space to or from the University <\$1 million	VPF&A	President and either VPF&A or AVP Infrastructure *May require prior approval from Lieutenant Governor in Council – see PSLA
Lease of space to or from the University \$1 million - \$5 million	VPF&A	President and either VPF&A or AVP Infrastructure *Requires prior approval from Executive Council *May require prior approval from Lieutenant Governor in Council – see PSLA
Right of Way/Easement	Facilities	VPF&A

Facility Rental Agreements in the Christensen Family Centre for Sport and Wellness	Campus Services	Senior Manager, Conference Services
Facility Rental Agreements in relation to an event arranged through Conference Services	Campus Services	Senior Manager, Conference Services
Facility Rental Agreements for dedicated performance and exhibition spaces	Campus Services	Senior Manager, Conference Services
Reservation Confirmations relating to guest accommodation in Residence	Campus Services	Senior Manager, Residence Services
Site or Facility Access Agreements by which the personnel of a third party access a University site or facility * does not include use of or access to laboratory space	Campus Services	VPF&A or AVP Campus Services
Laboratory, simulation centre, and studio Rental or Use Agreements	Provost and VP Academic	Dean of relevant Faculty/School
Theatre Rental or Use Agreements	Provost and VP Academic or VPF&A	Dean of relevant Faculty/School or AVP Campus Services (non-academic times and purposes)
Venue Rental Agreements not otherwise covered in this Section "A"	Campus Services	AVP Campus Services
Contracts for repair, renovation, or construction of facilities or infrastructure <\$250,000	Facilities	AVP Infrastructure
Contracts for repair, renovation, or construction of facilities or infrastructure \$250,000 - \$1 million	Facilities	President or VPF&A or AVP Infrastructure
Contracts for repair, renovation, or construction of facilities or infrastructure \$1 million - \$5 million	Facilities	President and either VPF&A or AVP Infrastructure *Requires prior approval from Executive Council
Contracts for repair, renovation, or construction of facilities or infrastructure >\$5 million	Facilities	President and either VPF&A or AVP Infrastructure *Requires Board Resolution

B. Research and Related Intellectual Property Contracts

All Contracts relating to the research activities of the University.

Document Description	Responsible Department	Signing Authority
Creation and Dissolution of Research Centres and Institutes	Provost and VP Academic	President and Provost and VP Academic
Applications for Research funding and proposals <\$1 million	Research Services Office	Provost and VP Academic
Applications for Research funding and proposals \$1 million or over	Research Services Office	Provost and VP Academic
Sponsored research funding agreements for grants, Contracts and service	Research Services Office	Provost and VP Academic
Sponsored research funding agreements for grants, Contracts, and services that include the following terms to license (or options to license) the patentable intellectual property created during research: - whether the license being granted to the sponsor is exclusive or non-exclusive - whether the license is royalty-free or royalty bearing - timeframe of license - geographic area of license	Research Services Office	Provost and VP Academic
Proprietary rights from intellectual property – patent, copyright, trademark, trade name, etc. (research related)	Research Services Office	Provost and VP Academic
Revenue Sharing and License Agreements arising out of University Intellectual Property (research related)	Research Services Office	Provost and VP Academic
Material transfer agreements	Research Services Office	Dean of relevant Faculty/School
Data sharing agreements	Research Services Office	Provost and VP Academic
Confidentiality Agreements relating to intellectual property (research)	Research Services Office	Provost and VP Academic
Intellectual Property Management agreements	Research Services Office	Provost and VP Academic
Research Affiliation Agreements ie. network, relationship, partnership, memorandum of understanding, etc.	Research Services Office	Provost and VP Academic
Trademark Agreements (non-research)	Office of Communications and Marketing	VPUR and GC

Site or Facility Access Agreements permitting University personnel to access a third party's site or facilities, the primary purpose of such access being the performance of a research project	Research Services Office	Dean of relevant Faculty/School or Relevant VP
Other research related agreements not dealt with elsewhere in this document	Provost and VP Academic	Provost and VP Academic

C. Banking and Financial Transactions

Document Description	Responsible Department	Signing Authority
Establishment of Line of Credit	Finance	President and either VPF&A or AVP Finance *Requires prior approval from Minister
Investments	Finance	President and either VPF&A or AVP Finance
Banking Contracts	Finance	President or either VPF&A or AVP Finance *May Require Board Resolution
Banking Resolutions	Finance	Chair or Vice Chair - Board of Governors
Borrowing Resolutions	Finance	Chair or Vice Chair - Board of Governors
Bank Signing Authorities		To be signed in accordance with Delegation of Signing Authority Policy and applicable Board Resolutions.
Guarantee	VPF&A	President and either VPF&A or AVP Finance *Requires prior approval from Lieutenant Governor in Council

Debenture Borrowing Agreements	Finance	President and either VPF&A or AVP Finance *Requires prior approval of Lieutenant Governor in Council
Agreements for issuance of notes, bonds, debentures or other securities	Finance	President and either VPF&A or AVP Finance *Requires prior approval of Lieutenant Governor in Council
Credit Card Agreements	VPF&A	VPF&A
All other financial agreements	VPF&A	VPF&A or AVP Finance

D. Academic Programs

All academic Contracts including Contracts for the pursuit or termination of any academically related activity, the establishment or management of an arrangement, program or organization, within or outside the University premises, or the creation or dissolution of a centre or institute of MacEwan University. Such Contracts may require prior approvals and/or resolutions by the Board of Governors and/or the General Faculties Council.

Document Description	Responsible Department	Signing Authority
Service Agreements for speakers, session facilitators, and contract instructors	Provost and VP Academic	Dean of relevant Faculty/School or Director of relevant unit/area
Academic Affiliation and other, similar, Agreements	Provost and VP Academic	President and Provost and VP Academic
Reciprocal student exchange agreements	Provost and VP Academic	Provost and VP Academic
<ul style="list-style-type: none"> • Placement Agreements • Student Field Experience • Field placements • Project placements • Independent studies 	Relevant Faculty	Dean of relevant Faculty/School
Agreements for the creation or dissolution of centres or institutes	Relevant Faculty/Office of VP	President and Provost and VP Academic

Confidentiality Agreements relating to academic/course information	Provost and VP Academic	Provost and VP Academic
Academic Conference or Workshop Agreements	Provost and VP Academic	Dean of relevant Faculty/School and Provost and VP Academic
Academic Funding Agreements (Faculty Specific)	Relevant Faculty	Provost and VP Academic and Dean of relevant Faculty/School
Academic Funding Agreements (Institutional with more than one Faculty)	Provost and VP Academic	President and Provost and VP Academic
Other Academic Agreements not dealt with elsewhere in this document	Provost and VP Academic	President and Provost and VP Academic

E. Employment

Contracts for the hiring of staff and for all other agreements relating to the management and administration of employee matters. In all cases, any relevant provisions of the relevant Collective Agreement and University policies must be complied with.

Document Description	Responsible Department	Signing Authority
Employment Contract/Appointment Letter – President	Board of Governors	Chair -Board of Governors *Appointment requires Board Resolution
Employment Contract/Appointment Letter - Vice-Presidents	President	President *Appointment requires Board Resolution
Appointment letters (other)	Relevant Faculty/Department /Library	Dean of relevant Faculty/School or Relevant Director *The provisions of the relevant Collective Agreement and any relevant University policies and procedures must be followed *HR to be consulted
Secondment letters under MSA Collective Agreement (other)	Relevant Faculty/Department /Library	Dean of relevant Faculty/School or Relevant Director *Need to comply with provisions of the MSA Collective Agreement *HR to be consulted

Collective Agreements	Faculty Relations/ Human Resources	President and either Provost and VP Academic or GC *Requires Board Resolution
Pension Agreements	Human Resources	President and either VPF&A or GC *Need to comply with s. 69 of PSLA
Executive Officer Retirement Plans	Human Resources	Chair of the Governance and Human Resource Committee of the Board of Governors *Need to comply with s.69 of the PSLA *Requires Board Resolution
Benefit Agreements	Human Resources	President
Secondment Agreements (both to and from the University) – Faculty Position	Provost and VP Academic Faculty Relations	Dean of relevant Faculty/School and Provost and VP Academic
Secondment Agreements for Academic Staff (both to and from the University) – Non-Faculty Position	Relevant Faculty/Office of VP	Provost and VP Academic for positions within Faculties and Relevant VP for positions within administrative units
Secondment Agreements (both to and from the University) – Non-academic position	Relevant Faculty/Office of VP	Dean of relevant Faculty/School (if applicable) or Director of relevant Department
Resignation/Separation Agreements (Academic Position)	Human Resources	President or Provost and VP Academic
Resignation/Separation Agreements (Non-Academic Position)	Human Resources	VP of relevant Department or President if agreement relates to a VP

F. Procurement of Goods and Services

Purchase or acquisition of all goods and services not described in any other category, even if there is no cost associated with acquiring the goods or service. This section includes Contracts for the retention of professional services (i.e. consulting agreements). Note that all PACS procurement policies and procedures will also apply to such purchases, including the delegation of authority to the faculties and administrative units for certain types of purchases that are set out in the Purchasing Policy and its related procedures. (ex. Low dollar system purchase procedure; Corporate Purchasing Card procedure).

Document Description	Responsible Department	Signing Authority
Goods and Services < \$250,000	Relevant Department	Executive Director or Director of relevant Department or Director, Procure to Pay
Goods and Services \$250,000 - \$1 Million	Relevant Department	President or VP of relevant Department
Goods and Services >\$1 Million - \$5 Million	VPF&A	President or VP of relevant Department *Requires prior approval from Executive Council
Goods and Services > \$5 Million	VPF&A	President (or delegate) and VPF&A *Requires Board Resolution
Insurance Contracts	Risk and Insurance Services	GC and Associate Vice-President, Internal Audit and Risk Management
License of Software to the University \$1,000 - \$250,000	Information Technology Services	VPF&A or AVP/CIO and Director of relevant Department
License of Software to the University \$250,000 - \$1 Million	Information Technology Services	VPF&A and VP of relevant Department
License of Software to the University >\$1 Million - \$5 Million	Information Technology Services	President and either VPF&A or AVP/CIO *Requires prior approval from Executive Council

License of Software to the University > \$5 Million	Information Technology Services	President and either VPF&A or AVP/CIO *Requires Board Resolution
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G. Utilities

All Contracts relating to the acquisition of utility services.

Document Description	Responsible Department	Signing Authority
Contracts for Utilities < \$1,000,000	VPF&A	AVP Infrastructure
Contracts for Utilities > \$1 million - \$5 Million	VPF&A	VPF&A *Requires prior approval from Executive Council
Contracts for Utilities > \$5 Million	VPF&A	President and either VPF&A or AVP Infrastructure *Requires Board Resolution

H. Fund Development

Any Contract relating to the fund development activities of the University, including such things as estates and gift planning.

Document Description	Responsible Department	Signing Authority
Estate Administration Agreements (such as releases and approval of estate accounts)	Alumni and Development	VPUR
Interest free loans and trusts (charitable remainder or residual)	Alumni and Development	VPUR
Gifts of Land to the University	Alumni and Development	VPUR
Assignment of leases or royalty agreements to the University	Alumni and Development	VPUR
Affinity Agreements for alumni (ex. credit card or insurance agreements)	Alumni and Development	AVP Finance
Gift Agreements (not including archival or library materials)	Alumni and Development	President and VPUR

I. Endowment and Special Purpose Funds

Document Description	Responsible Department	Signing Authority
Endowment Funds - [Statement of Trust]	Alumni and Development / Finance	President or Secretary-Treasurer of the Grant MacEwan University Foundation

J. International

Contracts with funding agencies for international activities or related to international partnerships/relationships.

Document Description	Responsible Department	Signing Authority
Letters of agreement, Contracts and /or contribution agreements with funding agencies for international activities	MacEwan International	President or Provost and VP Academic
Commitments to participate in consortia on international projects (not research related)	MacEwan International	Provost and VP Academic and Director, International
Amendments to previously approved funding or contribution agreements	MacEwan International	Provost and VP Academic and Director, International
Memoranda of understanding, international articulation agreements, letters of agreement and/or Contracts with international entities	MacEwan International or School of Continuing Education	President or Provost and VP Academic
Research related memoranda of understanding, letters of agreement and/or Contracts with international entities including international funding agencies	Provost and VP Academic	Provost and VP Academic
International exchange agreements (faculty, student, staff) and other international mobility agreements	MacEwan International	President or Provost and VP Academic
Contracts or brokerage agreements for the provision of services, courses or programs by the University to a foreign third party	MacEwan International or School of Continuing Education	President or Provost and VP Academic
Contracts for international student recruitment	MacEwan International or School of Continuing Education	President or Provost and VP Academic

K. Settlements

Any Contract that settles a legal claim by or against the University. A legal claim includes a civil action, or complaint before a judicial or quasi-judicial tribunal, a grievance, or any other action that potentially engages the liability of the University. This does not include Resignation/Separation Agreements which are covered in Section “E”.

Document Description	Responsible Department	Signing Authority
Settlement Agreements	GC	Any of the President; Provost and VP Academic; or GC

L. Athletics

All Contracts relating to the various athletic programs and facility use at the University.

Document Description	Responsible Department	Signing Authority
Athletic Program Agreements	Athletics	President and Provost and VP Academic
Athletic Facility - Venue Use or License Agreement	Athletics	Director, Sport and Wellness or Senior Manager, Conference Services
Agreements relating to teams playing at other locations	Athletics	Director, Athletics

M. Library and Information Technology

All Contracts relating to the acquisition and provision of library information resources.

Document Description	Responsible Department	Signing Authority
Agreements for the acquisition of collections, information resources and related products < \$250,000	Library	Dean of Libraries
Agreements for the acquisition of collections, information resources and related products > \$250,000 - \$1 million	Library	Provost and VP Academic
Agreements for the re-sale or redistribution of information resources and related products for Library	Library	Dean of Libraries
Information Resource Licenses	Information Technology Services	AVP/CIO
Library Acquisitions/Donation Agreements	Library	Dean of Libraries

Loans of Library & Archives Material/Exhibits	Library	Dean of Libraries
Copyright and license agreements for reproductions of digitized images and works of the Library and Archives	Library	Dean of Libraries
Copyright and license agreements for reproductions of work of art and related objects	Provost and VP Academic	Dean of Libraries or Dean of Faculty of Fine Arts & Communications
License Agreements for use of collections data	Relevant Faculty or Department	Dean of relevant Faculty/School or VP of relevant Department
Funding agreements with Library and Archives specific program	Library	Dean of Libraries
Agreements for the provision of information resources and services to third parties	Information Technology Services	AVP/CIO
Software Licenses and Maintenance and Support of Software Applications	Information Technology Services	AVP/CIO and Director of relevant Department
Agreements for the purchase of goods and services directly relating to the above noted areas (and not otherwise falling within the scope of PACS policies and procedures)	Library or Information Technology Services	Dean of Libraries or AVP/CIO
Agreements to share information resources and related services with other parties	Library or Information Technology Services	Dean of Libraries or AVP/CIO
Online course and credential development	eLearning Office	Director, eLearning Office

N. Bookstore and Retail Merchandise

All Contracts relating to the acquisition and provision of bookstore materials for resale, and retail merchandise.

Document Description	Responsible Department	Signing Authority
Agreements for the re-sale or redistribution of merchandise	Campus Services	AVP, Campus Services

O. Miscellaneous

Document Description	Responsible Department	Signing Authority
Agreements for animal purchase/transfers	Relevant Faculty/Office of VP	Dean of relevant Faculty/School and AVP Research
Sale of surplus assets	Finance (Asset Management)	AVP Finance
Other sales of goods	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP
Contract for the provision of services by the University to a third party	Relevant Faculty/Office of VP providing the service	Dean of relevant Faculty/School or Relevant VP
Joint Venture, Partnership or other similar agreements (which are not dealt with elsewhere in this Schedule A)	Relevant Faculty/Office of VP	Provost and VP Academic and GC *May require prior approval from Lieutenant Governor in Council – see PSLA
Waivers or Releases	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP
Student Residence Leases and related Student Residence Contracts	Campus Services (Residence)	AVP, Campus Services
Information Sharing Agreements (as contemplated under FOIPP)	Office of Privacy and Information Management	AVP/CIO
Conference or Workshop Agreements for other than Academic matters (see Section “D”) or lease of space	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP
Agreements for third parties to film or photograph on campus	Office of the President and Office of Communications and Marketing	President or VPUR
Confidentiality or Non-Disclosure Agreements (non-research)	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP

Assignment of Copyright (non-research)	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP *Requires consultation with Copyright Specialist
Sponsorship Agreements	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP
Non-Research related Site or Facility Access Agreements permitting University personnel to access a third party's site or facilities	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant VP

P. Contracts - Other

Any type of Contract not otherwise described in this Schedule.

Document Description	Responsible Department	Signing Authority
Contract < \$250,000	Relevant Faculty/Office of VP	Dean of relevant Faculty/School or Relevant AVP, Executive Director or Director
Contract > \$250,000 - \$1 Million	Relevant Faculty/Office of VP	President or Relevant VP
Contract >\$1 - \$5 Million	Relevant Faculty/Office of VP	President (or delegate) *Requires prior approval from Executive Council
Contract > \$5 Million	Relevant Faculty/Office of VP	President and VPF&A *Requires Board Resolution